# Signature Page

## COUR-2008

### I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Thomas Holub</td>
<td>Court Reporting Program Coordinator</td>
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### II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
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<tr>
<td>Derek Wilson</td>
<td>Chair of Budget Committee</td>
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<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
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<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
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<td>Erik Dunmire</td>
<td>Facilities Committee</td>
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<td>Yolanda Bellisimo</td>
<td>Institutional Planning Committee/</td>
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<td>Academic Senate President</td>
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<td>Nick Chang</td>
<td>Instructional Equipment Committee (and Other Expenses)</td>
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<tr>
<td>Sara Mckinnon</td>
<td>SLO Coordinator and Chair of The Program Review Committee</td>
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<tr>
<td>Joetta Scott</td>
<td>Student Access and Success Committee</td>
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### III. Vice President of Academic Affairs

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<tr>
<th>Name</th>
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<tr>
<td>Nick Chang</td>
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### IV. Board of Trustees President

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<tr>
<th>Name</th>
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<tr>
<td>Phillip Kranenburg</td>
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Program Overview–Introductory Report
COUR-2008

I. Program Definition
* College of Marin Court Reporting Program prepares learners to pass the California Certified Shorthand Reporters licensing examination (CSR), and the Registered Professional Reporter's certificate (RPR) from the National Court Reporters Association.

* The Court Reporting Program is recognized and regulated by the Court Reporters Board of California (See attached regulations).

* Learners must "qualify" to take the CSR examination by completing the minimum requirements (see attachment).

* The Court Reporters Board periodically audits our Program for regulatory compliance which includes:
  > Stenotype machine skill development to 200 words a minute
  > English
  > Medical
  > Legal
  > Transcript Preparation
  > Court Reporting Technology
  > Apprenticeship

II. Program Purpose
Primary Goal: Career/Work Training
Secondary Goal: Degree/Transfer
Other Goal:

Primary and Secondary Goals Description:
* In order to take testimony under oath in California, a court reporter must be state licensed. Court Reporting Program learners are primarily interested in acquiring the knowledge and skills to pass the State licensing examination (CSR).

* Some Court Reporting Program learners elect to earn the two A.S Degrees and/or the two Certificates of Completion offered by our Program. However, neither degrees nor certificates are required to engage in work as a court reporter. The basic requirement to engage in work as a court reporter is the State license.

III. Students Served
* Most court reporting students are re-entry women.
* Many of them already have earned an Associate's or Bachelor's degree.
* Many are single parents.

IV. Program History
* COM Court Reporting Program was founded in 1975.

* We have maintained a pass rate at least double the State overall average pass rate for the past 5 years.

* Our Court Reporting Program has worked diligently to keep pace with the changing technology.

* The Court Reporting profession is now considered "Information Technology" for the legal community.

V. Attachments
1) Minimum requirements to "qualify" to take the California Certified Reporters Examination. Court Reporters Board regulations: 2) California Code of Regulations 3) California Business and Professions Code

1. COURSE REQUIREMENTS FOR A CERTIFICATE OF COMPLETION

IN COURT REPORTING

Effective Summer 2007

Student's Name _______________________________ Student's ID# _____________________

Shorthand, Dictation, and Transcription:

Machine Shorthand and Transcription (2300 hours)
COUR 110: Machine Shorthand Theory, Practice Lab, 8 units _____
COUR 112: Beginning, Level I & Practice Lab (60-80 wpm), 4 units _____
COUR 115FJST: Beginning, Level II & Practice Lab (100 wpm), 8 units _____
COUR 125FJST: Beginning, Level III & Practice Lab (125 wpm), 8 units _____
COUR 150FJST: Intermediate, Level IV & Practice Lab (150 wpm), 8 units _____
COUR 175FJST: Intermediate, Level V & Practice Lab (175 wpm), 8 units _____
COUR 200JT: Intermediate, Level VI & Practice Lab (200 wpm), 4 units _____
COUR 210ABC: Advanced, State Exam Certification, Practice Lab, 24 units _____
(COUR 112 through 210C may be taken 4 times each)

English (215 hours)
ENGL 98A: Grammar and Usage, 1 unit _____
ENGL 98B: Sentence Structure and Punctuation, 1 unit _____
ENGL 95: Advanced Spelling, 1 unit _____
ENGL 96: Advanced Vocabulary, 1 unit _____
*ENGL 97: Critical Reading, 1 unit _____
BUS 141: Intermediate Business English, 2 units _____
COUR 115FJST-200JT: Machine Shorthand (Level I through Level VI) _____

Medical (125 hours)
MEDA 120: Medical Terminology I, 3 units _____
MEDA 121: Medical Terminology II, 3 units _____
COUR 125FJST-200JT: Machine Shorthand (Level II through Level VI) _____
Legal (175 hours)

COUR 165: Legal Terminology, 3 units
COUR 166: Law Library Skills 1.5 units
COUR 167: Procedures and Ethics . . ., 1 unit
COUR 282A: CSR/RPR Exam Preparation -- Legal, 1 unit
COUR 115 FJST-200JT: Machine Shorthand (Level I through Level VI)

Typing - 45 words per minute net

Transcript Preparation (60 hours) and Technology (25 hours)
*BOS 114: Beginning Word Processing, or equivalent, 1.5 units
COUR 169A: Computer-Aided Transcription, 2 units
COUR 169B: Transcript Preparation/Formatting, 1 unit
*COUR 169C: Rapid Data Entry, .5 unit
*COUR 169D: Stenocaptioning I, 1 unit (may be taken 3 times)
COUR 170: Microtranscription, 1 unit (may be taken 4 times)

Apprenticeship Training (60 hours)
COUR 282B: CSR/RPR -- Test Strategy and Specialized Terminologies, (10 hours), 1 unit
COUR 125: Machine Shorthand (Level II) and Practice Lab (5 hours)
COUR 175: Machine Shorthand (Level V) and Practice Lab (5 hours)
WE 298B: Work Experience (40 hours), 2 units

High school diploma/GED or equivalent

*NOTE: Courses with an asterisk are not required by the Court Reporters Board of California for qualification to take the CSR Exam. However, these courses are required for a Certificate of Completion or an A.S. Degree.

For General Education requirements to receive an AS degree, please make an appointment with a counselor or consult the college catalog for the year entered.

2.

COURT REPORTING PROGRAM

Program Overview??Introductory Report

Attachment

California Code of Regulations
Title 16. Professional And Vocational Regulations
Division 24. Certified Shorthand Reporters Board
Article 2. Court Reporting Schools

§2411. Criteria for Recognition of Court Reporting Schools; Continued Validity; Reports.

A recognized court reporting school shall offer at least the following minimum prescribed course of study for not less than the hours specified in order to obtain and maintain board approval:

(a) Machine Shorthand and transcription 2300

(1) The program shall include classroom instruction in the mastery of making verbatim records of depositions, hearings, meetings, conventions and judicial proceedings, by means of shorthand or machine shorthand writing, and the accurate transcription of such proceedings.

(2) All tests used to qualify students to sit for the CSR exam shall be transcribed on campus under supervision. Schools may require all other tests to be transcribed on campus under supervision.

(3) When the student reaches a proficiency of 80 words per minute on unfamiliar material, each week the student shall be required to transcribe dictation of varying difficulty and subject matter of a length equal to five minutes at the student's current speed.

(4) Individual dictation classes, other than theory classes, shall include only students whose tested writing speeds are within the same 20-30 words per minute range on similar dictation material.

(5) Students shall be provided the opportunity to read back from their stenographic notes a minimum of one time each day to his or her instructor.

(6) Schools shall provide students with the opportunity to practice with a school-approved speed-building tape, or other assigned material, a minimum of one hour per day after school hours as a homework assignment and provide the notes from this tape to their instructor the following day for review.

(7) These hours may be reduced if a student is able to pass the qualifier exam defined in §2412 of this chapter before having completed these hours.

(b) English 215

A minimum of 150 of these hours shall be in classroom lecture or non-lecture instruction. Instruction in the fundamentals of English grammar and usage with emphasis on sentence structure, punctuation, spelling, capitalization, vocabulary development, and reading
A minimum of 75 of these hours shall be in classroom lecture or non-lecture instruction. Instruction, dictation, and transcription in human anatomy, including definitions of medical prefixes and suffixes and the terminology used in examination, diagnosis, laboratory investigations, patient case histories, operation reports, medical records, and autopsy reports.

(d) Legal

A minimum of 100 of these hours shall be in the classroom lecture or non-lecture instruction. Instruction, dictation, and transcription material shall cover diverse subject areas including, but not limited to the following:

1) Legal Terminology.

The general concepts of the law of real and personal property, torts, contracts, probate, family, business, criminal, evidence, and civil procedure.

2) Court and Deposition Procedures.

(A) The role of the reporter in the courtroom, including the reporting of jury impanelment, opening statements, testimony, objections, summations, jury instructions, approaching the bench, in camera proceedings, and reading back to the jury.

(B) The role of the reporter in depositions, including administering oaths, the reporting of testimony and objections, reporting with an interpreter, reading back, directing (citing) the witness, certifying questions, and marking exhibits.

(C) Management of pertinent records, including stenographic notes, work sheets, financial records, daily reporting jobs, and transcript requests.

3) Ethics of the Court Reporting Profession.

The professional responsibilities of a reporter, including, but not limited to, punctuality, confidentiality, and timely production of transcripts.

4) The California law and regulations and California Rules of Court affecting Certified Shorthand Reporters.
(e) Keyboarding 45 words per minute net

A course to prepare students to achieve a typing proficiency of 45 words per minute.

(f) Transcript Preparation 55

(1) Instruction in the current methods for preparing and producing a complete transcript, including, but not limited to equipment, formatting standards, and methods of preparation.

(2) Instruction in the preparation of transcripts, including covers, appearance pages, index pages, speaker identification, certificates, and exhibits, and the preparation of work sheets setting forth pertinent information.

(3) Development of proofreading skills in order to produce an accurate transcript.

(g) Resource Materials 5

Instruction in the use of resource materials to provide the student with the ability to use such materials, including but not limited to, case citations, codes, almanacs, the Parker Directory of Attorneys, street atlases, and world almanacs.

(h) Apprenticeship Training 60

(1) Before the student attains a proficiency of 120 words per minute, the student shall have spent no less than five hours observing proceedings in a court of record.

After attaining a proficiency of 120 and before attaining a proficiency of 180 words per minute, the student shall have spent no less than five hours observing proceedings in a court of record.

(2) When the reporting student reaches proficiency of 180 words per minute, arrangements shall be made to allow the student to sit in and report, with a certified shorthand reporter, 40 hours of court proceedings or depositions, of which a minimum of 10 hours shall be in depositions, and a minimum of 10 hours shall be in court.

A maximum of 10 hours of this training may be gained in reporting mock proceedings sponsored by a law firm or by a law school accredited by the American Bar Association or the Western Association of Schools and Colleges.
A student shall be required, as part of the course, to transcribe, in a format that conforms to the requirements of section 2473 of these regulations, a minimum of 20 consecutive pages from notes taken at a court proceeding and a minimum of 20 consecutive pages from notes taken at a deposition, and to submit these transcripts to the school for approval.

After attaining a speed of 160 words per minute, the student shall receive a minimum of 10 hours additional instruction to review the following categories:

A. Court and deposition procedures

B. Ethics and professional practice

C. Legal research and the California Codes

D. Job preparation skills including business etiquette, professional appearance, attitude and demeanor, interviewing skills, and resume writing.

Schools shall provide students with the opportunity to interact with professional court reporters to offer skill support, mentoring, or counseling which they can document at least quarterly, including guest speakers, job shadowing, etc.

(1) The student shall demonstrate the ability to manage the computer operating system outside the specialized Computer Aided Transcription (CAT) software, including, but not limited to, functions such as deleting, moving, and renaming files, and creating ASCII disks.

The student shall also demonstrate the ability to set up and connect the hardware components including the writer and at least one additional laptop or personal computer.

(2) The student shall demonstrate knowledge of basic computer terminology and the concepts of litigation support, Computer Integrated Reporting (CIR), and captioning.

(3) The student shall demonstrate the ability to prepare and print a complete final transcript from the student's own notes using a format that conforms to the requirements of section 2473 of these regulations.

After building a personal dictionary of no less than 18,000 words, the student shall spend a minimum of 10 hours in realtime writing.
(5) The student shall demonstrate knowledge of how to prepare an ASCII diskette from the student's own notes.

**TOTAL MINIMUM PRESCRIBED ACADEMIC HOURS**

**660**

(j) A recognized court reporting school may grant equivalent proficiency for one or more classes to applicants who have provided proof of prior educational or practical experience which is directly related to classes described in Section 2411 of this chapter.

(k) A recognized court reporting school shall provide access to a library of reference materials. This access shall be provided on campus. On campus access may include online access. These materials shall include at least the following:

1. Current Reference Materials shall include at a minimum: Business & Professions Code, Sections 8000 through 8047, Title 16, California Code of Regulations, Division 24, Sections 2400 through 2481, Code of Civil Procedures, Sections 2021 and 2025, and Government Code, Chapter 5, Article 9, commencing with section 69941.


In addition, the Board recommends that the school also maintains current professional association publications and current publications including at least one daily newspaper and magazines such as Time, Newsweek, Business Week, Money, Inc., Fortune, etc.

(l) Whenever there has been a change in school status as set forth in Section 8027(f) of the Code the change or changes as specified shall be reported to the board as required by Section 8027(f). Such report shall be in writing on the letterhead of the school or other stationery setting forth the current name, address and telephone number of the school, and shall be signed by the responsible program manager, the school owner, the responsible corporate officer if the school is a corporation, or the responsible partner if the school is a partnership.

(m) All annual statements filed with the board by court reporting schools in compliance with Section 8027(k) of the Code shall be in writing on the letterhead of the school or other stationery setting forth the current name, address and telephone number of the school and shall have enclosed or attached thereto the current school catalog as specified by Section 8027(l).
(n) Each court reporting school shall advise all applicants to its court reporting program of the existence and purpose of the board, including the board's address and telephone number which shall be prominently printed in any catalogs which include course offerings.

**NOTE**


**HISTORY**

1. Amendment of subsections (b), (c), and (d)(1) filed 5-18-79; effective thirtieth day thereafter (Register 79, No. 20). For prior history, see Register 74, No. 34; 70, No. 19; 62, No. 11.

2. Amendment filed 9-22-83; effective thirtieth day thereafter (Register 83, No. 39). CROSS REFERENCE: Section 2419.

3. Amendment of subsections (a) and (b) and new subsections (c)-(f) filed 5-1-89; operative 5-31-89 (Register 89, No. 18).

4. Amendment of section heading, repealer of first paragraph and subsections (a)(5), (a)(6), (a)(8), and (a)(10), subsection renumbering, and amendment of subsections (a)(1)-(a)(7) and (f) filed 1-8-93; operative 2-8-93 (Register 93, No. 2).


6. Amendment of subsection (a)(1)(A) filed 12-17-2001 as an emergency; operative 1-1-2002 (Register 2001, No. 51). A Certificate of Compliance must be transmitted to OAL by 5-1-2002 or emergency language will be repealed by operation of law on the following day.


§2412. Qualifier Exams.

Schools are prohibited from requiring more than one qualifier examination as defined: The qualifier exam shall consist of unfamiliar material. The material shall be 4-voice testimony of 10-minute duration, dictated at 200 wpm and graded at 97.5% accuracy, and in accordance with the method by which the board grades the licensing examination. Schools shall date and number each qualifier and announce such date and number to the students at the time of administering the qualifier. Schools shall record the following information for each qualifier, for each date on which it was administered, 1) the actual duration of the dictated test, 2) the number of students that took the test, 3) the number of students that transcribed the test, and 4) the number of students that passed the test.
school shall maintain the qualifier and catalogue the required information related to each qualifier test for a period of not less than three years for the purpose of inspection by the Board. Qualifiers shall not be dictated more than once in any twelve-month period.


HISTORY

1. New section filed 12-17-2001 as an emergency; operative 1-1-2002 (Register 2001, No. 51). A Certificate of Compliance must be transmitted to OAL by 5-1-2002 or emergency language will be repealed by operation of law on the following day. For prior history, see Register 83, No. 39.


3. COURT REPORTING PROGRAM

Program Overview

Attachment

CALIFORNIA CODES

BUSINESS AND PROFESSIONS CODE

SECTION 8027-8027.5

8027. (a) As used in this section, "school" means a court reporter training program or an institution that provides a course of instruction approved by the board and the Bureau for Private Postsecondary and Vocational Education, is a public school in this state, or is accredited by the Western Association of Schools and Colleges.

(b) A court reporting school shall be primarily organized to train students for the practice of shorthand reporting, as defined in Sections 8016 and 8017. Its educational program shall be on the postsecondary or collegiate level. It shall be legally organized and authorized to conduct its program under all applicable laws of the state, and shall conform to and offer all components of the minimum prescribed course of study established by the board. Its records shall be kept and shall be maintained in a manner to render them safe from theft, fire, or other loss. The records shall indicate positive daily and clock-hour attendance of each student for all classes, apprenticeship and graduation reports, high school transcripts or the equivalent or self-certification of high school graduation or the equivalent, transcripts of other education, and student progress to date, including all progress and counseling reports.

(c) Any school intending to offer a program in court reporting shall notify the board within 30 days of the date on which it provides notice to, or seeks approval from, the California Department of Education, the Bureau for Private Postsecondary and Vocational Education, the Chancellor's Office of the California Community
Colleges, or the Western Association of Schools and Colleges, whichever is applicable. The board shall review the proposed curriculum and provide the school tentative approval, or notice of denial, within 60 days of receipt of the notice. The school shall apply for provisional recognition pursuant to subdivision (d) within no more than one year from the date it begins offering court reporting classes.

(d) The board may grant provisional recognition to a new court reporting school upon satisfactory evidence that it has met all of the provisions of subdivision (b) and this subdivision. Recognition may be granted by the board to a provisionally recognized school after it has been in continuous operation for a period of no less than three consecutive years from the date provisional recognition was granted, during which period the school shall provide satisfactory evidence that at least one person has successfully completed the entire course of study established by the board and complied with the provisions of Section 8020, and has been issued a certificate to practice shorthand reporting as defined in Sections 8016 and 8017. The board may, for good cause shown, extend the three-year provisional recognition period for not more than one year. Failure to meet the provisions and terms of this section shall require the board to deny recognition. Once granted, recognition may be withdrawn by the board for failure to comply with all applicable laws and regulations.

(e) Application for recognition of a court reporting school shall be made upon a form prescribed by the board and shall be accompanied by all evidence, statements, or documents requested. Each branch, extension center, or off-campus facility requires separate application.

(f) All recognized and provisionally recognized court reporting schools shall notify the board of any change in school name, address, telephone number, responsible court reporting program manager, owner of private schools, and the effective date thereof, within 30 days of the change. All of these notifications shall be made in writing.

(g) A school shall notify the board in writing immediately of the discontinuance or pending discontinuance of its court reporting program or any of the program's components. Within two years of the date this notice is sent to the board, the school shall discontinue its court reporting program in its entirety. The board may, for good cause shown, grant not more than two one-year extensions of this period to a school. If a student is to be enrolled after this notice is sent to the board, a school shall disclose to the student the fact of the discontinuance or pending discontinuance of its court reporting program or any of its program components.

(h) The board shall maintain a roster of currently recognized and provisionally recognized court reporting schools, including, but not limited to, the name, address, telephone number, and the name of the responsible court reporting program manager of each school.

(i) The board shall maintain statistics that display the number and passing percentage of all first-time examinees, including, but not limited to, those qualified by each recognized or provisionally recognized school and those first-time examinees qualified by other methods as defined in Section 8020.

(j) Inspections and investigations shall be conducted by the board as necessary to carry out this section, including, but not limited to, unannounced site visits.

(k) All recognized and provisionally recognized schools shall print in their school or course catalog the name, address, and telephone number of the board. At a minimum, the information shall be in 8-point bold type and include the following statement:

"IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT: THE COURT REPORTERS BOARD OF CALIFORNIA; (ADDRESS); (TELEPHONE NUMBER)."
(l) Each court reporting school shall file with the board, not later than June 30 of each year, a current school catalog that shows all course offerings and staff, and for private schools, the owner, except that where there have been no changes to the catalog within the previous year, no catalog need be sent. In addition, each school shall also file with the board a statement certifying whether the school is in compliance with all statutes and the rules and regulations of the board, signed by the responsible court reporting program manager.

(m) A school offering court reporting may not make any written or verbal claims of employment opportunities or potential earnings unless those claims are based on verified data and reflect current employment conditions.

(n) If a school offers a course of instruction that exceeds the board's minimum requirements, the school shall disclose orally and in writing the board's minimum requirements and how the course of instruction differs from those criteria. The school shall make this disclosure before a prospective student executes an agreement obligating that person to pay any money to the school for the course of instruction. The school shall also make this disclosure to all students enrolled on January 1, 2002.

(o) Private and public schools shall provide each prospective student with all of the following and have the prospective student sign a document that shall become part of that individual's permanent record, acknowledging receipt of each item:

1. A student consumer information brochure published by the board.
2. A list of the school's graduation requirements, including the number of tests, the pass point of each test, the speed of each test, and the type of test, such as jury charge or literary.
3. A list of requirements to qualify for the state certified shorthand reporter licensing examination, including the number of tests, the pass point of each test, the speed of each test, and the type of test, such as jury charge or literary, if different than those requirements listed in paragraph (2).
4. A copy of the school's board-approved benchmarks for satisfactory progress as identified in subdivision (u).
5. A report showing the number of students from the school who qualified for each of the certified shorthand reporter licensing examinations within the preceding two years, the number of those students that passed each examination, the time, as of the date of qualification, that each student was enrolled in court reporting school, and the placement rate for all students that passed each examination.
6. On and after January 1, 2005, the school shall also provide to prospective students the number of hours each currently enrolled student who has qualified to take the next licensing test, exclusive of transfer students, has attended court reporting classes.
(p) All enrolled students shall have the information in subdivisions (n) and (o) on file no later than June 30, 2005.

(q) Public schools shall provide the information in subdivisions (n) and (o) to each new student the first day he or she attends theory or machine speed class, if it was not provided previously.

(r) Each enrolled student shall be provided written notification of any change in qualification or graduation requirements that is being implemented due to the requirements of any one of the school's oversight agencies. This notice shall be provided to each affected student at least 30 days before the effective date of the change and shall state the new requirement and the name, address, and telephone number of the agency that is requiring it of the school. Each student shall initial and date a document acknowledging receipt of that information and that document, or a copy thereof, shall be made part of the student's permanent file.

(s) Schools shall make available a comprehensive final examination in each academic subject to any student desiring to challenge an academic class in order to obtain credit towards certification for the state licensing examination. The points required to pass a challenge examination shall not be higher than the minimum points required of other students completing the academic class.
(t) An individual serving as a teacher, instructor, or reader shall meet the qualifications specified by regulation for his or her position.

(u) Each school shall provide a substitute teacher or instructor for any class for which the teacher or instructor is absent for two consecutive days or more.

(v) The board has the authority to approve or disapprove benchmarks for satisfactory progress which each school shall develop for its court reporting program. Schools shall use only board-approved benchmarks to comply with the provisions of paragraph (4) of subdivision (o) and subdivision (u).

(w) Each school shall counsel each student a minimum of one time within each 12-month period to identify the level of attendance and progress, and the prognosis for completing the requirements to become eligible to sit for the state licensing examination. If the student has not progressed in accordance with the board-approved benchmarks for that school, the student shall be counseled a minimum of one additional time within that same 12-month period.

(x) The school shall provide to the board, for each student qualifying through the school as eligible to sit for the state licensing examination, the number of hours the student attended court reporting classes, both academic and machine speed classes, including theory.

(y) The pass rate of first-time exam takers for each school offering court reporting shall meet or exceed the average pass rate of all first-time test takers for a majority of examinations given for the preceding three years. Failure to do so shall require the board to conduct a review of the program. In addition, the board may place the school on probation and may withdraw recognition if the school continues to place below the above described standard on the two exams that follow the three-year period.

(z) A school shall not require more than one 10-minute qualifying examination, as defined in the regulations of the board, for a student to be eligible to sit for the state certification examination.

(aa) A school shall provide the board the actual number of hours of attendance for each applicant the school qualifies for the state licensing examination.

(bb) The board shall, by December 1, 2001, do the following by regulation as necessary:

1. Establish the format that shall be used by schools to report tracking of all attendance hours and actual timeframes for completed coursework.

2. Require schools to provide a minimum of 10 hours of live dictation class each school week for every full-time student.

3. Require schools to provide students with the opportunity to read back from their stenographic notes a minimum of one time each day to his or her instructor.

4. Require schools to provide students with the opportunity to practice with a school-approved speed-building tape, or other assigned material, a minimum of one hour per day after school hours as a homework assignment and provide the notes from this tape to their instructor the following day for review.

5. Develop standardization of policies on the use and administration of qualifier examinations by schools.

6. Define qualifier exam as follows: the qualifier exam shall consist of 4-voice testimony of 10-minute duration at 200 wpm, graded at 97.5 percent accuracy, and in accordance with the guidelines followed by the board. Schools shall be required to date and number each qualifier and announce the date and number to the students at the time of administering the qualifier. All qualifiers shall indicate the actual dictation time of the test and the school shall catalog and maintain the qualifier for a period of not less than three years for the purpose of inspection by the board.

7. Require schools to develop a program to provide students with the opportunity to interact with professional court reporters to provide skill support, mentoring, or counseling which they can document at least quarterly.
(8) Define qualifications and educational requirements required of instructors and readers that read test material and qualifiers. (cc)
The board shall adopt regulations to implement the requirements of this section not later than September 1, 2002.

(dd) The board may recover costs for any additional expenses incurred under the enactment amending this section in the 2001-02
Regular Session of the Legislature pursuant to its fee authority in Section 8031.

8027.5. In addition to the authority to conduct disciplinary proceedings under this chapter, the board, through its duly authorized
representatives, shall have authority to issue administrative citations or assess fines for the violation of any rules and regulations
adopted by the board under the provisions of this chapter.
I. Program Enrollment

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<td>FTES Sp03</td>
<td>Sp07</td>
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Why has this occurred?
- The Fall 2008 beginning court reporting class, COUR 110, had the highest enrollment in over 15 years. This is probably because the word has gotten out that there is a shortage of court reporters regionally, statewide, and nationally. Consequently, the Court Reporting Program is expected to continue to grow.
- From Fa02 to Fa08, COM's Court Reporting Program decreased by less than the overall COM enrollment reduction (17.95/20.74). From Sp03 to Sp07, Statewide Court Reporting FTES, decreased by 1.99%, so College of Marin's Court Reporting Program enrollment has decreased by more than the State's (17.95/1.99). COM Court Reporting Program's Spring enrollment decline is significantly more than the State Court Reporting enrollment decline because at COM we only start new classes once per year in the Fall, whereas the other State Programs start beginning classes twice per year. We do not currently have enough new student enrollments to justify starting beginning classes in both the Fall and the Spring.

How can the positive results be maintained or the negative results be improved?
College of Marin Court Reporting Program's Sp03 to Sp07 enrollment declined less than COM's overall enrollment decline. Even though COM's Court Reporting Program declined less than the College's overall decline and less than the other California community college Court Reporting Program declines, our Program needs to grow its enrollment, since there is a critical shortage of court reporters. College of Marin's Court Reporting Program serves 7 North Bay counties. COM should devise a marketing strategy that will outreach to these 7 counties: Marin, San Francisco, Sonoma, Napa, Solano, Contra Costa, and Alameda, to ensure continued Court Reporting Program growth.

If there are courses you wish to highlight, please describe changes and trends.
The Fall 2008 beginning court reporting class, COUR 110, had the highest enrollment in over 15 years. This is probably because word has gotten out that there is a shortage of court reporters regionally, statewide, and nationally. Consequently, the Court Reporting Program is expected to continue to grow.

II. Faculty Units

<table>
<thead>
<tr>
<th>change from</th>
<th>to</th>
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</thead>
<tbody>
<tr>
<td>FTEF Fa02</td>
<td>Fa08</td>
</tr>
</tbody>
</table>

Why has this occurred?
COM Court Reporting Program's Fa02 to Fa08's FTEF has remained fairly constant at an average of about 2.8 FTEF per semester.

How can the positive results be maintained or the negative results be improved?
Stability of FTEFs in the Court Reporting Program is essential to maintain a viable program.

COM should devise a marketing strategy for the Court Reporting Program that will outreach to these 7 counties: Marin, San Francisco, Sonoma, Napa, Solano, Contra Costa, and Alameda to ensure continued Court Reporting Program growth.

If there are courses you wish to highlight, please describe changes and trends.
N/A

III. Demographic Trends

Demographic Changes

<table>
<thead>
<tr>
<th>change from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>total of Students</td>
<td></td>
</tr>
</tbody>
</table>

If there are courses you wish to highlight, please describe changes and trends.
N/A
Why has this occurred?
The Hispanic student population in COM Court Reporting Program has fluctuated between 9.3% and 14.7% from Fa02 to Fa08. This change has not resulted in an impact on the Program.

How can the positive results be maintained or the negative results be improved?
COM Court Reporting Program has a slightly less Hispanic student population than the overall COM population. Court Reporting = 11.4% to 9.3%; COM = 10.5% to 12.5% during the Fa02 to Fa08 time period.

Demographic Changes
How has the total of Students changed

<table>
<thead>
<tr>
<th>change from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fa02</td>
<td>Fa08</td>
</tr>
</tbody>
</table>

Why has this occurred?
The White-Non Hispanic student population in COM Court Reporting Program has decreased from 60.8% and 51.9% from Fa02 to Fa08. This change has not resulted in an impact on the Program.

How can the positive results be maintained or the negative results be improved?
COM Court Reporting Program has a lower White-Non Hispanic student population than the overall COM population. Court Reporting = 60.8% decreased to 51.9%; COM = 67.7% decreased to 64.5% during the Fa02 to Fa08 time period. COM Court Reporting Program continues to recruit and retain a diverse ethnic population.

Demographic Changes
How has the total of Students changed

<table>
<thead>
<tr>
<th>change from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fa02</td>
<td>Fa08</td>
</tr>
</tbody>
</table>

Why has this occurred?
The African American student population in COM Court Reporting Program has fluctuated between 8.9% and 18.2% from Fa02 to Fa08. This change has not resulted in an impact on the Program.

How can the positive results be maintained or the negative results be improved?
COM Court Reporting Program has more than twice the African American student population than the overall COM population. Court Reporting = 8.9% to 18.2%; COM = 4.7% to 4.7% during the Fa02 to Fa08 time period.

Demographic Changes
How has the total of Students changed

<table>
<thead>
<tr>
<th>change from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fa02</td>
<td>Fa08</td>
</tr>
</tbody>
</table>

Why has this occurred?
The Asian student population in COM Court Reporting Program has fluctuated between 10% and 15% from Fa02 to Fa08. This has not resulted in an impact on the Program.

How can the positive results be maintained or the negative results be improved?
COM Court Reporting Program has a slightly higher Asian student population than the overall COM population. Court Reporting = 10% to 20%; COM = 9% to 10% during the Fa02 to Fa08 time period.

Demographic Changes
How has the total of Students changed

<table>
<thead>
<tr>
<th>change from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fa02</td>
<td>Fa08</td>
</tr>
</tbody>
</table>

Why has this occurred?
No change in student population by age group has had a significant impact on the COM Court Reporting Program from Fa02 to Fa08. The students in the largest age group are 35-50+ years old. This age group generally comprises 50%-60% of the Court Reporting student population.

How can the positive results be maintained or the negative results be improved?
The 35-50+ population is generally more than twice as large as the overall COM 35-50+ student population during the same time period.

Court Reporting = 50%-60%; COM = 20-23%.

As a consequence, COM Court Reporting Program should focus on attracting more younger students to the Program.

VI. Student Retention Rates
Student Retention Rate Within The Program (All courses combined)

Retention has changed from Fa02 to Fa08.

Why has this occurred?
Retention remains high for Court Reporting learners because the faculty provide a lot of feedback on homework and are regularly motivating learners in the classroom.

How can the positive results be maintained or the negative results be improved?
* COM has average retention of about 88% from Fa02 to Fa08, while the Court Reporting has varied from a low of 90% to a high of 96% (92.4% avg.).

* Court Reporting instructors plan to continue to provide a high level of support to learners in order to maintain positive retention.

If there are courses you wish to highlight, please describe changes and trends.
N/A

VII. Student Success Rates

Student Success Rate Within The Program (All courses combined)


Why has this occurred?
* Success remains high for Court Reporting learners because the faculty provide a lot of feedback on homework and are regularly motivating learners both inside and outside the classroom.

* The Court Reporting Program faculty represent a balance of teaching and working as court reporters, with over 20 years of experience each.

* Standards are extremely high, as the pass rate for learners on tests is 97.5% and above, as required by the Court Reporters Board of California and the National Court Reporters Association.

How can the positive results be maintained or the negative results be improved?
* COM has average retention of about 72% from Fa02 to Fa08, while the Court Reporting Program has varied from a low of 75.5% to a high of 90.5% (averaging 82%).

* Court Reporting instructors plan to continue to provide a high level of support to learners in order to maintain positive success rates.

If there are courses you wish to highlight, please describe changes and trends.
N/A

VIII. Certificates, Degrees, and Transfer

How has the number of awarded changed from Fa02 to Sp07.

Why has this occurred?
* In order to take testimony under oath in California, a court reporter must be state licensed.

* Court Reporting Program learners are primarily interested in acquiring the knowledge and skills to pass the State licensing examination (CSR).

* Neither degrees nor certificates are required to engage in work as a court reporter.

How can the positive results be maintained or the negative results be improved?
* Even though neither degrees nor certificates are required to engage in work as a court reporter, the Court Reporting instructors will encourage students to apply for a Degree of Certificate of Completion from the Court Reporting Program.

* COM averaged 1.9% for Degrees and Certificates of Completion in 53 different programs, while the Court Reporting Program was about half that at 0.8%.

If there are courses or awards you wish to highlight, please describe changes and trends.
N/A
How has the number of awarded changed from Fa02 to Sp07?

* In order to take testimony under oath in California, a court reporter must be state licensed.
* Court Reporting Program learners are primarily interested in acquiring the knowledge and skills to pass the State licensing examination (CSR).
* Neither degrees nor certificates are required to engage in work as a court reporter.

Why has this occurred?

How can the positive results be maintained or the negative results be improved?

* Even though neither degrees nor certificates are required to engage in work as a court reporter, the Court Reporting instructors will encourage students to apply for a Degree of Certificate of Completion from the Court Reporting Program.
* COM averaged 1.9% for total Degrees and Certificates of Completion in 53 different programs, while the Court Reporting Program was about half that at 0.8%.

If there are courses or awards you wish to highlight, please describe changes and trends.
N/A

IX. Justification

Evidence: What data or evidence supports your projected requirements?
The pass rate for learners who qualify to take the State licensing examination (CSR).

Attachments:
The pass rate for learners who qualify to take the State licensing examination (CSR).

Pass Rate Statistics
Court Reporting Program Students
Compared to Statewide average:

<table>
<thead>
<tr>
<th></th>
<th>COM Pass Rate</th>
<th>Statewide Overall Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2003</td>
<td>0.00%</td>
<td>13.20%</td>
</tr>
<tr>
<td>December 2003</td>
<td>100.00%</td>
<td>24.60%</td>
</tr>
<tr>
<td>March 2004</td>
<td>66.70%</td>
<td>17.20%</td>
</tr>
<tr>
<td>July 2004</td>
<td>0.00%</td>
<td>10.70%</td>
</tr>
<tr>
<td>November 2004</td>
<td>50.00%</td>
<td>24.10%</td>
</tr>
<tr>
<td>March 2005</td>
<td>0.00%</td>
<td>11.00%</td>
</tr>
<tr>
<td>July 2005</td>
<td>100.00%</td>
<td>39.90%</td>
</tr>
<tr>
<td>November 2005</td>
<td>N/A</td>
<td>9.10%</td>
</tr>
<tr>
<td>March 2006</td>
<td>N/A</td>
<td>21.50%</td>
</tr>
<tr>
<td>June 2006</td>
<td>N/A</td>
<td>20.90%</td>
</tr>
<tr>
<td>November 2006</td>
<td>0.00%</td>
<td>23.00%</td>
</tr>
<tr>
<td>March 2007</td>
<td>0.00%</td>
<td>10.30%</td>
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<tr>
<td>July 2007</td>
<td>60.00%</td>
<td>31.30%</td>
</tr>
<tr>
<td>October 2007</td>
<td>33.30%</td>
<td>26.10%</td>
</tr>
<tr>
<td>March 2008</td>
<td>100.00%</td>
<td>35.80%</td>
</tr>
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<td>July 2008</td>
<td>100.00%</td>
<td>45.50%</td>
</tr>
<tr>
<td>November 2008</td>
<td>33.30%</td>
<td>41.30%</td>
</tr>
</tbody>
</table>

|                  | 46.66%        | 23.85%                     |
## PROGRAM REVIEW
### Instructional Equipment and Materials Report
#### COUR-2008

### I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>Funded</th>
<th># of Support</th>
<th>Application</th>
<th>Instruction</th>
<th>Access</th>
<th>Outcomes</th>
<th>Assessment</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 New Request</td>
<td>82 Classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expense Item:**
Annual instructional supplies, and materials including: cassette players, stopwatches, cassette tapes, CD/DVD sleeves, CDs, DVDs, textbooks, computer cables, extension cords, power supplies, security cables, steno machine cables, steno machine ribbons, steno machine power supplies, etc.

**Shared With:**
N/A

**One-time Expense:**
N/A

**On-going Expenses:**
None

**Additional Justification for this item:**

**Application:** The requested Materials and Supplies annual budget will be used by Court Reporting Program learners to improve her or his ability to stenographically record oral testimony at high rates of accuracy. The Court Reporting Program's request is based on the average expenses for the last three years. Court Reporting learners must perform at extremely high entry-level standards as established by the Court Reporters Board of California (97.5%) and the National Court Reporters Association (95%).

**Instruction:** All of the above supplies and materials cost under $200 each, but are used up or worn out, and must be replaced or upgraded annually.

**Access:** The learners' use of these supplies and materials is critical to her or his ability to continue to progress in the skill-building program. Learners cannot access higher-level classes without using these supplies and materials to master their current classes.

**Outcomes:** Improve learners' ability to stenographically record oral testimony at increasingly high rates of speed and accuracy.

**Assessment:** Qualified Court Reporting Program learners will be able to pass the Certified Shorthand Reporters State licensing examination (CSR). The Court Reporting Program will conduct an annual assessment of the pass rate on the State licensing examination (CSR).

**Evidence:** The Court Reporting Program Coordinator will prepare a spreadsheet comparing COM Court Reporting Program pass rate to the statewide overall pass rate on the State licensing examination (CSR). The Program's goal is to continue to improve our learners' pass rate as compared to the Statewide overall average.
### Priority 02
**Previously Funded** Not Funded 82 Classes

**Unit Cost** 4795.0  **Qty.** 1  **Tax** 371.61  **S&H** 35.0  **Total Cost:** 5201.61

**Expense Item:**
elan Mira computerized stenotype machine

**Shared With:**
N/A

**One-time Expense:**
N/A

**On-going Expenses:**
none

**Additional Justification for this Item:**

**Application:** The Court Reporting Program does not have the latest in stenographic machine technology to adequately prepare students for the workplace. This new computerized stenotype machine will be used by Court Reporting Program learners in the IVC Internet Cafe Computer Lab. The Computer Lab Tech and Assistants will monitor the use and care of the new equipment.

**Instruction:** This new equipment will allow Court Reporting Program learners hands-on experience with the latest computerized stenotype machine technology.

**Access:** Experience with this new equipment will allow Court Reporting Program learners who become State licensed access to jobs. Court Reporting learners are simply not employable without hands-on experience using the latest court reporting machine technology.

**Outcomes:** Court Reporting learners will have hands-on access to the technology that will allow them to be productive in the workplace.

**Assessment:** Qualified Court Reporting Program learners will be able to pass the Certified Shorthand Reporters State licensing examination (CSR). The Court Reporting Program will conduct an annual assessment of the pass rate on the State licensing examination (CSR).

**Evidence:** Court Reporting Program learners must perform at extremely high entry-level standards as established by the Court Reporters Board of California and the National Court Reporters Association. The Court Reporting Program Coordinator will prepare a spreadsheet comparing COM Court Reporting Program pass rate to the statewide overall pass rate on the State licensing examination (CSR). The Program's goal is to continue to improve our learners' pass rate as compared to the Statewide overall average.

### Priority 03
**New Request** 82 Classes

**Unit Cost** 4795.0  **Qty.** 1  **Tax** 371.61  **S&H** 35.0  **Total Cost:** 5201.61
Expense Item:
ProCon PC-DVD-1LS 1 Reader to 1 Target DVD Duplicator with LightScribe Disc Printing

Shared With:
This DVD duplicator is to be used by any IVC student in any discipline requiring DVD duplication. Will be accessible in the Internet Cafe Computer Lab.

One-time Expense:
N/A

On-going Expenses:
IVC Lab Tech and Lab assistants will monitor this equipment in the IVC Internet Cafe Computer Lab.

Additional Justification for this item:
Application: The requested DVD duplicator may be used by any IVC learner in any discipline who needs to copy a DVD for learning purposes. The ability to copy practice DVDs will allow Court Reporting Program learners to improve their ability to stenographically record oral testimony at high rates of accuracy. Court Reporting learners must perform at extremely high entry-level standards as established by the Court Reporters Board of California (97.5%) and the National Court Reporters Association (95%).

Instruction: The current DVD duplicator in the IVC Internet Cafe Computer Lab is not reliable and needs replacing.

Access: The learners' use of these supplies and materials is critical to her or his ability to continue to progress in the skill-building program. Court Reporting Program learners cannot access higher-level classes without the use of a reliable DVD duplicator to record practice DVDs.

Outcomes: Improve learners' ability to stenographically record oral testimony of multiple speakers at increasingly high rates of speed and accuracy.

Assessment: Qualified Court Reporting Program learners will be able to pass the Certified Shorthand Reporters State licensing examination (CSR). The Court Reporting Program will conduct an annual assessment of the pass rate on the State licensing examination (CSR).

Evidence: The Court Reporting Program Coordinator will prepare a spreadsheet comparing COM Court Reporting Program pass rate to the statewide overall pass rate on the State licensing examination (CSR). The Program's goal is to continue to improve our learners' pass rate as compared to the Statewide overall average.
Expense Item:
Stentura Fusion computerized stenotype machine

Shared With:
N/A

One-time Expense:
N/A

On-going Expenses:
none

Additional Justification for this item:

Application: The Court Reporting Program does not have the latest in stenographic machine technology to adequately prepare students for the workplace. This new computerized stenotype machine will be used by Court Reporting Program learners in the IVC Internet Cafe Computer Lab. The Computer Lab Tech and Assistants will monitor the use and care of the new equipment.

Instruction: This new equipment will allow Court Reporting Program learners hands-on experience with the latest computerized stenotype machine technology.

Access: Experience with this new equipment will allow Court Reporting Program learners who become State licensed access to jobs. Court Reporting learners are simply not employable without hands-on experience using the latest court reporting machine technology.

Outcomes: Court Reporting learners will have hands-on access to the technology that will allow them to be productive in the workplace.

Assessment: Qualified Court Reporting Program learners will be able to pass the Certified Shorthand Reporters State licensing examination (CSR). The Court Reporting Program will conduct an annual assessment of the pass rate on the State licensing examination (CSR).

Evidence: Court Reporting Program learners must perform at extremely high entry-level standards as established by the Court Reporters Board of California and the National Court Reporters Association. The Court Reporting Program Coordinator will prepare a spreadsheet comparing COM Court Reporting Program pass rate to the statewide overall pass rate on the State licensing examination (CSR). The Program's goal is to continue to improve our learners’ pass rate as compared to the Statewide overall average.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Funded</th>
<th># of Support</th>
<th>Application:</th>
<th>Instruction:</th>
<th>Access:</th>
<th>Outcomes:</th>
<th>Assessment:</th>
<th>Evidence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Previously Not Funded 82</td>
<td>Classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Cost</th>
<th>Qty.</th>
<th>Tax</th>
<th>S&amp;H</th>
<th>Total Cost:</th>
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<tr>
<td>2499.99</td>
<td>1</td>
<td>0.0</td>
<td>280.0</td>
<td>2779.99</td>
</tr>
</tbody>
</table>
**Expense Item:**

LightSpeed computerized stenotype machine, including charger, keypads, and tripod

**Shared With:**

N/A

**One-time Expense:**

N/A

**On-going Expenses:**

None

**Additional Justification for this item:**

**Application:** The Court Reporting Program does not have the latest in stenographic machine technology to adequately prepare students for the workplace. This new computerized stenotype machine will be used by Court Reporting Program learners in the IVC Internet Cafe Computer Lab. The Computer Lab Tech and Assistants will monitor the use and care of the new equipment.

**Instruction:** This new equipment will allow Court Reporting Program learners hands-on experience with the latest computerized stenotype machine technology.

**Access:** Experience with this new equipment will allow Court Reporting Program learners who become State licensed access to jobs. Court Reporting learners are simply not employable without hands-on experience using the latest court reporting machine technology.

**Outcomes:** Court Reporting learners will have hands-on access to the technology that will allow them to be productive in the workplace.

**Assessment:** Qualified Court Reporting Program learners will be able to pass the Certified Shorthand Reporters State licensing examination (CSR). The Court Reporting Program will conduct an annual assessment of the pass rate on the State licensing examination (CSR).

**Evidence:** Court Reporting Program learners must perform at extremely high entry-level standards as established by the Court Reporters Board of California and the National Court Reporters Association. The Court Reporting Program Coordinator will prepare a spreadsheet comparing COM Court Reporting Program pass rate to the statewide overall pass rate on the State licensing examination (CSR). The Program's goal is to continue to improve our learners' pass rate as compared to the Statewide overall average.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Funded</th>
<th>#of</th>
<th>Support</th>
<th>Application</th>
<th>Instruction</th>
<th>Access</th>
<th>Outcomes</th>
<th>Assessment</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>82</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Cost</th>
<th>Qty.</th>
<th>Tax</th>
<th>S&amp;H</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1935.0</td>
<td>1</td>
<td>149.25</td>
<td>35.0</td>
<td>2119.25</td>
</tr>
</tbody>
</table>
Expense Item:
elan Cybra computerized stenotype machine

Shared With:
N/A

One-time Expense:
N/A

On-going Expenses:
None

Additional Justification for this item:
Application: The Court Reporting Program does not have the latest in stenographic machine technology to adequately prepare students for the workplace. This new computerized stenotype machine will be used by Court Reporting Program learners in the IVC Internet Cafe Computer Lab. The Computer Lab Tech and Assistants will monitor the use and care of the new equipment.

Instruction: This new equipment will allow Court Reporting Program learners hands-on experience with the latest computerized stenotype machine technology.

Access: Experience with this new equipment will allow Court Reporting Program learners who become State licensed access to jobs. Court Reporting learners are simply not employable without hands-on experience using the latest court reporting machine technology.

Outcomes: Court Reporting learners will have hands-on access to the technology that will allow them to be productive in the workplace.

Assessment: Qualified Court Reporting Program learners will be able to pass the Certified Shorthand Reporters State licensing examination (CSR). The Court Reporting Program will conduct an annual assessment of the pass rate on the State licensing examination (CSR).

Evidence: Court Reporting Program learners must perform at extremely high entry-level standards as established by the Court Reporters Board of California and the National Court Reporters Association. The Court Reporting Program Coordinator will prepare a spreadsheet comparing COM Court Reporting Program pass rate to the statewide overall pass rate on the State licensing examination (CSR). The Program's goal is to continue to improve our learners' pass rate as compared to the Statewide overall average.

II. External Funds/Resources

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Source of Funding</th>
<th>Funding Cycle</th>
<th>Funding Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 875.00</td>
<td>VTEA</td>
<td>2008-2009</td>
<td>yearly (amount varies each year)</td>
</tr>
<tr>
<td>$ 0.00</td>
<td>Lottery</td>
<td>2008-2009</td>
<td>yearly</td>
</tr>
</tbody>
</table>

III. Student Material Fees Funds

IV. Expense Justification
**Evidence:** What data or evidence have you provided? Please briefly describe.

The most important goal of the Court Reporting Program is to improve the pass rate of our students who take the State licensing examination (CSR). The attachment is a benchmark that will be used to improve upon.

**Attachments:** Description of attachment formats (file type, hard copy, etc.)

### Pass Rate Statistics
**Court Reporting Program Students**
Compared to Statewide average:

<table>
<thead>
<tr>
<th></th>
<th>COM Pass Rate</th>
<th>Statewide Overall Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2003</td>
<td>0.00%</td>
<td>13.20%</td>
</tr>
<tr>
<td>December 2003</td>
<td>100.00%</td>
<td>24.60%</td>
</tr>
<tr>
<td>March 2004</td>
<td>66.70%</td>
<td>17.20%</td>
</tr>
<tr>
<td>July 2004</td>
<td>0.00%</td>
<td>10.70%</td>
</tr>
<tr>
<td>November 2004</td>
<td>50.00%</td>
<td>24.10%</td>
</tr>
<tr>
<td>March 2005</td>
<td>0.00%</td>
<td>11.00%</td>
</tr>
<tr>
<td>July 2005</td>
<td>100.00%</td>
<td>39.90%</td>
</tr>
<tr>
<td>November 2005</td>
<td>N/A</td>
<td>9.10%</td>
</tr>
<tr>
<td>March 2006</td>
<td>N/A</td>
<td>21.50%</td>
</tr>
<tr>
<td>June 2006</td>
<td>N/A</td>
<td>20.90%</td>
</tr>
<tr>
<td>November 2006</td>
<td>0.00%</td>
<td>23.00%</td>
</tr>
<tr>
<td>March 2007</td>
<td>0.00%</td>
<td>10.30%</td>
</tr>
<tr>
<td>July 2007</td>
<td>60.00%</td>
<td>31.30%</td>
</tr>
<tr>
<td>October 2007</td>
<td>33.30%</td>
<td>26.10%</td>
</tr>
<tr>
<td>March 2008</td>
<td>100.00%</td>
<td>35.80%</td>
</tr>
<tr>
<td>July 2008</td>
<td>100.00%</td>
<td>45.50%</td>
</tr>
<tr>
<td>November 2008</td>
<td>33.30%</td>
<td>41.30%</td>
</tr>
</tbody>
</table>

|            | 46.66%        | 23.85%                      |
I. Office Supplies, Materials and Equipment

<table>
<thead>
<tr>
<th>Priority</th>
<th># of Support</th>
<th>Expense Item</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Tax</th>
<th>S&amp;H</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(None)</td>
<td>82 Classes</td>
<td>Annual Office Supplies used by 1 F/T and 5 P/T instructors, including: laserjet paper, inkjet cartridges, Sharpie pens, ballpoint pens, staples, paper clips, binder clips, post-its, writing tablets, manila folders, labels, etc.</td>
<td>500.00</td>
<td>1</td>
<td>40.00</td>
<td>100.00</td>
<td>640.0</td>
</tr>
</tbody>
</table>

Shared With:
N/A

One-time Expense:
N/A

On-going Expenses:
None

II. Non-Instructional Expenses

III. Other Student Expense

IV. Attachments

Evidence: What data or evidence have you provided? Please briefly describe.

The Court Reporting Program's request is based on the average expenses for the last three years to support one full-time instructor and 5 part-time instructors in three offices.
## I. Program Faculty

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Status:</th>
<th>Years at COM:</th>
<th>Faculty Units:</th>
<th>Reassigned Units:</th>
<th>Year Retired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acredolo</td>
<td>Kristin</td>
<td>Adjunct, ETCUM</td>
<td>7</td>
<td>17.000</td>
<td>00.000</td>
<td></td>
</tr>
<tr>
<td>Barr</td>
<td>Claudia</td>
<td>Adjunct, ETCUM</td>
<td>4</td>
<td>19.0625</td>
<td>00.000</td>
<td></td>
</tr>
<tr>
<td>Boero</td>
<td>Emagene</td>
<td>Adjunct, ETCUM</td>
<td>12</td>
<td>13.8125</td>
<td>00.000</td>
<td></td>
</tr>
<tr>
<td>Dowling</td>
<td>R. Oak</td>
<td>Adjunct, ETCUM</td>
<td>18</td>
<td>5.500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holub</td>
<td>Thomas</td>
<td>Full-time, tenured</td>
<td>19</td>
<td>35.675</td>
<td>00.000</td>
<td></td>
</tr>
</tbody>
</table>

**Specialty:**
- COURT REPORTING
- ENGLISH
- Former California licensed court reporter
- COURT REPORTING
- Former California licensed court reporter
- LAW CLASSES
- Attorney with 43 years of law practice
- COURT REPORTING
- Former California licensed court reporter
- Full-time, tenured

**Leadership:**
- N/A
- N/A
- N/A
- College of Marin Foundation 1979-1994 Honorary Director President, General Counsel Marin Forum, President 2002 Marin County Bar Association, Director 1984 Rotary Club of San Rafael 1977-to present.
Specialty:
* Court Reporting
* Court Reporting technology

Leadership:
Currently serving two-years as Secretary/Treasurer of the Reporting Association of Public Schools.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Status:</th>
<th>Years at COM:</th>
<th>Faculty Units:</th>
<th>Reassigned Units:</th>
<th>Year Retired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jimenez</td>
<td>Laurel</td>
<td>Adjunct, ETCUM</td>
<td>18</td>
<td>18.0625</td>
<td>00.000</td>
<td></td>
</tr>
</tbody>
</table>

Specialty: Court Reporting

Leadership: N/A

II. Instructional Support Staff

<table>
<thead>
<tr>
<th>Name: Last, First</th>
<th>Purpose:</th>
<th># of Supported</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julia Woods</td>
<td>Lab Assistant</td>
<td>IVC Students</td>
<td>30</td>
</tr>
</tbody>
</table>

Leadership:
Works primarily in Open Lab in LI 100 supporting students with homework in all named disciplines and applications. Supports and assists students in multiple disciplines: MEDA (Medisoft); MMST (Adobe Creative Suite); COUR (CaseCATalyst); CIS (Operating Systems, MS Office), among others. Assists Computer Lab Technician in computer maintenance when necessary. The Court Reporting Program would not be able to provide the Court Reporters Board's required classes without the assistance of a computer lab assistant.

<table>
<thead>
<tr>
<th>Name: Last, First</th>
<th>Purpose:</th>
<th># of Supported</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MaryGale Beyer</td>
<td>Computer Tech</td>
<td>IVC Students</td>
<td>45</td>
</tr>
</tbody>
</table>

Leadership:
The computer lab technician supports the computer hardware and software needs of both Court Reporting classes and learners. Also supports all computer labs at IVC: Mac/PC (Intel iMacs) Lab in PM 192; PC Lab in PM 190; Studio Labs in PM 197 and 198 (MMST); PC Labs in OL 103 and OL 123 (CIS); OL 122 (DSPS/IEP); PC Lab in MW 221 (COUR); Mac/PC Open Lab in LI 100 (All CoM students). Includes repairing, upgrading, updating, maintaining 200-250 computers. Also help students when necessary if Instructional Assistant is not available. The Court Reporting Program would not be able to provide the Court Reporters Board's required classes without the assistance of a computer lab tech.

<table>
<thead>
<tr>
<th>Name: Last, First</th>
<th>Purpose:</th>
<th># of Supported</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>Other</td>
<td>COUR Classes</td>
<td>16</td>
</tr>
</tbody>
</table>

Leadership:
Instructional Specialist (Court Reporting): The primary duty is to assist the COUR instructors in the classroom to deliver court and deposition simulations and assist in administering multiple-speaker skill tests. These classroom simulations are critical to the success of learners. The Instructional Specialist also assists the Court Reporting Program with clerical support. The Court Reporting Program would greatly benefit if this Instructional Specialist position were increased from 16 to 20 hours per week. The 4 additional hours are needed to comply with the Court Reporters Board documentation requirements, i.e. the Court Reporting Program is required to document the number of hours of actual attendance for each student. Folders must be kept for each student with the dates he or she passed all skill-based tests, and we must document annual counseling and guidance of each student, etc. The Court Reporting Program would not be able to provide the Court Reporters Board's required classes without the assistance of a computer lab tech.

<table>
<thead>
<tr>
<th>Name: Last, First</th>
<th>Purpose:</th>
<th># of Supported</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>Other</td>
<td>COUR Classes</td>
<td>8</td>
</tr>
</tbody>
</table>
**Leadership:**

Two hourly assistants in the Court Reporting Program help instructors deliver 4-speaker, court and deposition simulations in the classroom. These assistants read from actual court and deposition transcripts with a panel of 4 people, including the classroom instructor. These transcripts are delivered to the learners at dictation speeds in excess of 200 words per minute. These court and deposition simulations prepare the Court Reporting Program learners to pass the State licensing examination (CSR). Without these assistants, the Court Reporting Program could not prepare our learners for multiple-speaker testimony as required by the Court Reporters Board of California.

### III. Teaching Unit Requirements

#### IV. Projected Staff Requirements

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Hours Per Week</th>
<th># of Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>4</td>
<td>82 Classes</td>
</tr>
</tbody>
</table>

**Justification:**

The Court Reporting Program must maintain recognition by the Court Reporters Board of California that has oversight authority. The Court Reporters Board periodically audits our Program to ensure compliance with California Code of Regulations and the Business and Professions Code. We are required to keep records on each student's progress and document actual hours of classroom attendance. The Court Reporting Program currently has limited help with these clerical duties, but we desperately need an additional four hours per week to adequately maintain our records.

### V. Faculty Requirements

1. No full time instructors in the subject area.
2. Non-Availability of part-time instructors in a subject area.
3. Reduction in department Teaching Units as a result of full-time faculty retirements or other significant causes.
4. Recent or forthcoming growth as a result of additional sections of classes to enrollment demands.
5. Temporary growth in department Teaching Units as a direct result of a short-term grant or other interim resource.

6. Current or forthcoming changes that illustrate the immediate need of additional full-time faculty within this department.

The current full-time Court Reporting instructor/coordinator is planning to retire at the end of the 2009–2010 fiscal year. In order to provide a smooth transition for learners, a new full-time instructor/coordinator should be hired for the 2009–2010 fiscal year, so the current full-time instructor/coordinator can prepare the new person. It was accomplished in the same manner when the current instructor/coordinator assumed the coordinator responsibilities of the Court Reporting Program when the founder of the Program retired in 1996. The current instructor/coordinator worked full time with the retiring reporter to learn the many responsibilities of the coordinator position. The Court Reporting Program learners benefit greatly with this approach.

7. Program Review findings.

8. Other considerations.

### VI. Attachments

**Evidence:** What data or evidence have you provided? Please briefly describe.

**Attachments:** Description of attachment formats (file type, hard copy, etc.)

---

College of Marin Program Review Faculty Unit Allocation and Support Staff • CG v.I February 2008
## Facilities General

### COUR-2008

### I. Current Offices  (For the Program/Department, Faculty and Staff)

<table>
<thead>
<tr>
<th>Office</th>
<th>Use</th>
<th>Shared Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 202</td>
<td>Faculty, Adjunct</td>
<td>Yes</td>
</tr>
<tr>
<td>MW 204</td>
<td>Faculty, Full-time</td>
<td>Yes</td>
</tr>
<tr>
<td>MW 208</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

### II. Preferred Instructional Rooms  (Classrooms, Labs and Instructional Spaces)

<table>
<thead>
<tr>
<th>Room</th>
<th>Type</th>
<th>Sections/Year</th>
<th>Students/Section</th>
<th>Course#</th>
<th>Start Time</th>
<th>End Time</th>
<th>Fa</th>
<th>Sp</th>
<th>Su</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 144</td>
<td>Lecture</td>
<td>6</td>
<td></td>
<td></td>
<td>0810</td>
<td>1200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MW 226</td>
<td>Lecture</td>
<td>12</td>
<td></td>
<td>COUR</td>
<td>0910</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MW 226</td>
<td>Lecture</td>
<td>14</td>
<td></td>
<td>COUR</td>
<td>Other</td>
<td>1400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MW 236</td>
<td>Learning Lab</td>
<td>72</td>
<td></td>
<td>COUR</td>
<td>0810</td>
<td>1700</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Facility has limitations:
- COUR 169A, COUR 169C, COUR 169D, COUR 170

http://programreview.marin.edu/2008/FAReport.jsp (1 of 5)
Program Review

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Learning Lab</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 235</td>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0810</td>
<td>1700</td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Learning Lab</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 234</td>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0810</td>
<td>1700</td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Learning Lab</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 233</td>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0810</td>
<td>1700</td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Learning Lab</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 232</td>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0810</td>
<td>1700</td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Lecture</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 215</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>1000</td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cour 125F, Cour 125J, Cour 125S, Cour 125T</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td>8:40-9:55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Computer Lab</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 220</td>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Before 8am</td>
<td>1700</td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All 72 sections of Court Reporting skill-based classes offered each year use this distraction-free computer lab to type tests and &quot;qualifying&quot; examinations required by the Court Reporters Board of California.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Type: Learning Lab</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 231</td>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>COUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>M T W R F S U</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Facility has limitations:

MW 231-236 are closet-size rooms used by Court Reporting Program learners for audio-practice lab or video-practice lab. Learners also duplicate audio drill cassettes in this lab.

<table>
<thead>
<tr>
<th>Room:</th>
<th>Type:</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 215</td>
<td>Lecture</td>
<td>1</td>
<td>1400</td>
</tr>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>COUR 110</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lack of Smart classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COUR 110 Time: 11:40-1:55

<table>
<thead>
<tr>
<th>Room:</th>
<th>Type:</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 215</td>
<td>Lecture</td>
<td>1</td>
<td>1300</td>
</tr>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>COUR 112</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lack of Smart classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COUR 112 Time: 11:40-12:55

<table>
<thead>
<tr>
<th>Room:</th>
<th>Type:</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 215</td>
<td>Lecture</td>
<td>8</td>
<td>1010</td>
</tr>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>COUR 115</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lack of Smart classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COUR 115F, COUR 115J, COUR 115S, COUR 115T

Time: 10:10-11:25

<table>
<thead>
<tr>
<th>Room:</th>
<th>Type:</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 212</td>
<td>Lecture</td>
<td>8</td>
<td>1300</td>
</tr>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>COUR 150</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COUR 150F, 150J, 150S, 150T

Time: 11:40-12:55

<table>
<thead>
<tr>
<th>Room:</th>
<th>Type:</th>
<th>Sections/Year</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 214</td>
<td>Lecture</td>
<td>1</td>
<td>1410</td>
</tr>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>COUR 165</td>
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</tr>
<tr>
<td>Facility has limitations:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lack of Smart classroom</td>
<td></td>
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</table>

COUR 165F, COUR 165J, COUR 165S, COUR 165T

Time: 11:40-12:55

<table>
<thead>
<tr>
<th>Room:</th>
<th>Type:</th>
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<tbody>
<tr>
<td>MW 214</td>
<td>Lecture</td>
<td>1</td>
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<td>Subject</td>
<td>Course#</td>
<td>M</td>
<td>T</td>
</tr>
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<td>COUR 166</td>
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<tr>
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COUR 166 meets the first 8 weeks of Fall Semester

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<th>Room:</th>
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<th>Course#</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
<th>U</th>
<th>Start Time</th>
<th>End Time</th>
<th>Students/Section</th>
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<tbody>
<tr>
<td>MW 214</td>
<td>Lecture</td>
<td>COUR</td>
<td>167</td>
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<td></td>
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<td></td>
<td></td>
<td>1410</td>
<td>1600</td>
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Facility has limitations:
Lack of Smart classroom

COUR 167 meets the last 8 weeks of Fall Semester.

<table>
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<th>R</th>
<th>F</th>
<th>S</th>
<th>U</th>
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<th>Students/Section</th>
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<tbody>
<tr>
<td>MW 144</td>
<td>Computer Lab</td>
<td>COUR</td>
<td>169B</td>
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<td>1310</td>
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Facility has limitations:

COUR 169B meets the last 8 weeks of Fall Semester.

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<th>Course#</th>
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<th>R</th>
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<th>Students/Section</th>
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<td>175</td>
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Facility has limitations:

COUR 175F, 175J, 175S, 175T

Time: 10:10-11:25

COUR 200J, 200T

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<tr>
<th>Room:</th>
<th>Type:</th>
<th>Subject</th>
<th>Course#</th>
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<th>W</th>
<th>R</th>
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<th>S</th>
<th>U</th>
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<th>End Time</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 214</td>
<td>Lecture</td>
<td>COUR</td>
<td>282A</td>
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<td></td>
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<td>Other</td>
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</table>

Facility has limitations:
NA

COUR 282A, Time: 11:40-1:30 meets the first 8 weeks of Spring Semester

<table>
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<tr>
<th>Room:</th>
<th>Type:</th>
<th>Subject</th>
<th>Course#</th>
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<th>R</th>
<th>F</th>
<th>S</th>
<th>U</th>
<th>Start Time</th>
<th>End Time</th>
<th>Students/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 214</td>
<td>Lecture</td>
<td>COUR</td>
<td>282B</td>
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</table>

Facility has limitations:
NA
COUR 282B meets the first 8 weeks of Fall Semester

III. Instructional Support Spaces (Storage, Conference Room, etc.)

| Room: MW 223 | Purpose: Storage |

IV. Justification for Projected Facility Requirements

Primary Goal: Career/Work Training
Secondary Goal: Degree/Transfer
Other Goal: Application:

Please indicate how the projected requirements will be applied.

The Court Reporting Program moved from the Ohlone cluster to the Miwok cluster at IVC mid-semester, Spring 2008. The Rooms in the Miwok cluster are better suited to the Court Reporting learners' needs, as it is a quieter environment for dictation (not near the Childrens Center where students are screaming and yelling). MW 226 is a tiered classroom formerly used by the Music Department. The tiered arrangement is similar to the arrangement of the State Certified Shorthand Reporters licensing examination and will better prepare our learners for this State testing. MW 212, 215, and 226 are used as lecture classrooms for stenotype skill-based classes. MW 220 is used as a distraction-free computer transcription lab for leaners to transcribe tests and "qualifiers" as required by the Court Reporters Board of California. MW 231, 232, 233, 234, 235, 236 are used as audio and video practice labs by learners. MW 214 is used for academic lecture classes required for Court Reporting Degrees or Certificates of Completion. MW 223 is used for storage of equipment and a voluminous amount of transcripts that are required for use by the instructors in the Court Reporting Program and for the storage of equipment and supplies.

Instruction: How will instruction be improved for Student Learning and Success?

Access: How will access be improved for Student Learning and Success?

N/A

Outcomes: What Student Learning or other outcomes are expected?

Assessment: How will the outcomes be measured for future planning?

Evidence: What data or evidence supports your projected requirements?

Attachments:

<table>
<thead>
<tr>
<th>Current Blueprint</th>
<th>Room Plans</th>
<th>Room Chart(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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<td></td>
</tr>
</tbody>
</table>

College of Marin Program Review Facilities General • CG v.I February 2008
I. Institutional Excellence. The Board believes that superior results originate in high aspirations. Therefore, the Board's basic and most important goal for the College is to excel in every activity it undertakes. By so doing, it will achieve a position of local, state and perhaps even national prominence.

Objective 1:
* College of Marin Court Reporting Program's primary mission is Workforce Education.
* College of Marin Court Reporting Program must maintain recognition by the Court Reporters Board of California in order for our students to be accepted as candidates to the Certified Shorthand Reporters State licensing examination.
* The Court Reporters Board of California periodically audits the College of Marin Court Reporting Program to ensure compliance with minimum standards set out in the California Code of Regulations (CCR) and the Business and Professions Code.
* The Court Reporting Program coordinator must submit an annual statement of compliance to the Court Reporters Board of California.
* College of Marin Court Reporting Program partners with the English Department and the Medical Assisting Program to offer transfer classes that meet the requirements of the Court Reporters Board of California.
* Court Reporting Program students are encouraged to pursue at least one of two A.S. degrees offered, thus supporting transfer offerings in other departments.
* College of Marin Court Reporting Program utilizes the most effective curriculum model available for its skill-based curriculum.

Objective 2: COM Court Reporting Program will continue to provide experienced court reporting instructors who are highly motivated to work with learners.

Attachments:

II. Academic Excellence. The College must offer its students rigorous, high-quality curricula including degree and certificate programs in lower division arts and sciences and in vocational and occupational fields; remedial instruction; English as a Second Language instruction; support services which help students succeed at the postsecondary level; adult noncredit education; and community services courses and programs, in keeping with state mandates. Academic excellence in all of the College's curricula and support services is at the core of the College's environment. The curricula must remain current and challenging.

Objective 1a: The primary mission of College of Marin Court Reporting Program is Workforce Education. In the College of Marin Court Reporting Program learners develop an understanding of when and how to apply the court reporting process in the field.

COM Court Reporting Program must comply with the curriculum requirements of the Court Reporters Board of California. Our curriculum and records are audited by the Court Reporters Board of California to verify compliance.

Objective 1b:

Attachments:

III. Faculty and Staff Excellence. For the College to excel, it must attract and maintain a faculty and staff of the highest quality, one that functions within an environment of professional development and renewal, and one that focuses on and values the teaching and learning process.
Objective 1a:
COM Court Reporting Program employs highly effective faculty and support staff as evidenced by the relatively high first-time pass rate of our qualified students on the State licensing examination, and by the excellent retention rate of our learners.

The Court Reporting Program will continue to place the highest priority on attracting and hiring the most effective faculty and staff.

Objective 1b:

Attachments:

IV. Community Responsiveness. The College must offer broad curricula to meet the needs of students. It must select areas of special interest and need to the communities it serves.

Objective 1a:
COM Court Reporting Program organizes two Advisory Committee meetings each year. The Advisory Committee consists of 8-12 State licensed Official Court Reporters and Deposition Court Reporters. Advisory Committee members keep the Court Reporting Program abreast of changes in the practice of court reporting as these changes affect the curriculum. Adjunct instructor, Oak Dowling, created a "Legal Careers" course that played multiple times on local public access television. Mr. Dowling's law courses are transfer courses that benefit any learner's awareness of the law and how it pertains to individuals, regardless of the learner's college major.

Mr. Dowling was the College of Marin Foundation 1979-1994 Honorary Director President, General Counsel Marin Forum, President 2002 Marin County Bar Association, Director 1984 Rotary Club of San Rafael 1977-to present.

Objective 1b:

Objective 1c:

Attachments:

V. Diversity. The community college is the primary opportunity for people of great diversity to come together for growth and development. The College has an absolute obligation to bring together people of different ages, races, and ethnic backgrounds, male and female, at different levels of development, in an atmosphere of equal opportunity and tolerance.

Objective 1a:
COM Court Reporting faculty provide students with both oral and written instruction in classroom etiquette. The faculty also model appropriate behavior and respect for diversity.

Objective 1b:

Objective 1c:
The community college community is the primary opportunity for people of great diversity to come together for growth and development. The College has an obligation to bring together people of different ages, races, and ethnic backgrounds, male and female, at different levels of development in an atmosphere of equal opportunity and tolerance.

The faculty's wish is for you to complete the Court Reporting Program as quickly as possible. Each and every day is important to you and your fellow students.

The "real" world is full of distractions -- noise, shuffling, hustling and bustling, extremes of temperature and the like. We all need to get used to these distractions and be able to work around them. However, in the artificial environment of the classroom, we all need to try our utmost to be considerate of one another and minimize the distractions.

All students should be on time to class and ready to write at the beginning of each class with a full pad of paper in her or his machine.

Every student should write on her or his machine during all dictation, and every student should be reading along in their notes during all readbacks.

The faculty believes it is essential to develop the professional skills necessary to succeed in the field. Avoid leaving the class during readback. Readback is a key component to skill development. While we appreciate that everyone is an adult, and you may have a legitimate reason for leaving the room during class time, court reporters generally write for at least two hours before being offered a break, if then.

If you are unavoidably late to class, enter only during a break in the dictation. Refrain from entering immediately before a timed write, as such last-minute entrances distract other students. Following the completion of the dictation of a timed write, please sit quietly for a minute before tearing your notes to allow all students to finish writing in silence. Also, please avoid leaving immediately following a timed write. Should your machine malfunction or you run out of paper during a timed write, please remain motionless and quiet during the duration of the timed write.

As you know, our classrooms are not very soundproof, so please be as quiet as possible outside the classrooms while classes are in session.

We are all interdependent on the courtesy, respect, and goodwill of our fellow students and instructors to make for the best possible learning atmosphere. Thank you all for cooperating and following these guidelines. We wish you a successful semester!

VI. Fiscal Responsibility. The Board and the Administration must operate the College in a fiscally sound way. Together, they must limit expenditures to those that relate directly to the College’s mission, goals and objectives; maintain a prudent level of reserves; and generate new sources of revenue to supplement state funding allocations.

Objective 1c:

Attachments:

VII. Develop and implement sound and coordinated planning processes. Develop and implement sound and coordinated planning processes, utilizing data gathered through Program Review, and other data sources, to support institutional, instructional, and student support service goals, and to promote achievement of student learning outcomes.
Objective 1a:
* The Court Reporting Program instructors are committed to promoting the achievement of student learning outcomes.
* The Court Reporting Program instructors meet monthly during the Spring and Fall Semesters to address information and issues arising that may lead to curriculum improvements.
* The Court Reporting Program is working with the Dean of Workforce Development to distribute new information videos and pamphlets to high schools and career centers in North Bay counties.
* The data acquired from a survey of former learners will be used to discover weaknesses in the Court Reporting Program. Once weaknesses are identified, the Program will develop a plan to enhance the curriculum by eliminating the weaknesses where reasonably possible.

Objective 1b:

Objective 1c:

Attachments:

VIII. Create a physical environment that is inviting to students, generates pride in the community, adheres to green principles, and supports the College’s Mission, Goals and Initiatives.

Objective 1c:

Attachments:
I. Program Excellence (Best Practices)
Briefly summarize examples staff/faculty, institutional, and academic excellence.

COM Court Reporting Program is recognized and regulated by the Court Reporters Board of California. (See regulations attached to Program Overview) The regulations are derived from best practices of court reporting programs. COM Court Reporting Program has remained in compliance with these regulations since 1975. These regulations ensure that court reporting learners will be provided the most appropriate curriculum. The Court Reporters Board of California periodically audits our Program to make sure that we remain in compliance with all of the regulations and that our attendance and progress records are correctly maintained and current.

II. Program Resources (Responsiveness)
Briefly summarize examples of key resources required for your program to meet or exceed the college goals (as cited in this review).

Court reporting, like many professions, relies heavily on computer technology. The profession of court reporting is currently considered "IT" (Information Technology), specializing in providing legal information essential to the judicial process. As a consequence, the IVC computer laboratories used by Court Reporting Program learners must be maintained with current hardware, software, and support services. The most important access for Court Reporting learners is auditory. Access to the spoken word is critical to the learning process. PA systems in each classroom will allow learners to clearly hear every word spoken in the daily court and deposition simulations, as well as during testing. Court Reporting Program instructors rely on an Instructional Specialist in the classrooms to assist in the delivery of court and deposition simulations, as well as oral testing. Hands-on access to the latest in stenotype machine technology is critical to the employability of our graduates.

III. Moving Forward Objectives (Planning)
Briefly summarize examples of data-driven and coordinated planning to improve student enrollment, learning and success.

During their monthly meetings, the Court Reporting Program faculty will use the goals and outcomes identified in this Program Review for future planning and improvement. There is a current shortage of court reporters in California, as well as nationally. This shortage is expected to remain for at least the next 10 years. The Court Reporting Program serves the legal community and the workforce demand for court reporters in seven North Bay Counties: Marin, San Francisco, Sonoma, Napa, Solano, Contra Costa, and Alameda. In order to grow the Program and meet the demand for court reporters, the COM Public Relations and Outreach Offices must combine resources to develop a marketing and advertising strategy to reach potential learners in the above listed seven counties. The Court Reporting Program has a culturally rich student population. The Court Reporting Program instructors are committed to maintain and support this cultural diversity.

IV. Other Concluding Remarks
Briefly summarize any additional insight necessary to conclude this program review.

COM Court Reporting Program was founded and recognized by the Court Reporters Board of California in 1975. Since then, the Court Reporting Program has served the legal community and the workforce demand for court reporters in seven North Bay Counties: Marin, San Francisco, Sonoma, Napa, Solano, Contra Costa, and Alameda. Learners who complete the Court Reporting Program may have the highest income potential of any other program offered at COM. In Marin County, court reporters begin with a base salary of $92,000. In San Francisco county court reporters begin with a base salary of $104,000. This base salary is merely the salary to take testimony in court from 8:00 to 5:00, Monday through Friday. In addition, court reporters are paid an average of $3.50+ for every page of transcript that is ordered. These transcript fees generally earn the court reporter an additional $10,000 to $50,000 or more per year. College of Marin Court Reporting Programs maintains a pass-rate average that is at least twice as high as the overall State average on the State licensing examination (CSR).